DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Decision Shared Predefined Off-Page **Process** Military Personnel Office (eMILPO) System Process (Pg. 1 of 7) Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process State/Personnel Manager or Designated Administrative Personnel During this process, the Soldier sits with the Personnel Manager or Designated Administrative Personnel while they input DD Form 93 (Record of Emergency Data) into eMILPO. Access the 2 10 Start Electronic Military Input Army Knowledge Select the box on the Click on "Emergency Input Soldier's Select "SSN" (eMILPO) Click on "Add" (eMILPO) Click on "OK" (eMILPO) Click on "eMILPO" Click on "Accept" Click on "Search" appropriate Soldier's Personnel Office Online (AKO) username Notification" (eMILPO) SSN (eMILPO) (eMILPO) (eMILPO) (eMILPO) (eMILPO) website and password (AKO & eMILPO) (eMILPO) Soldier

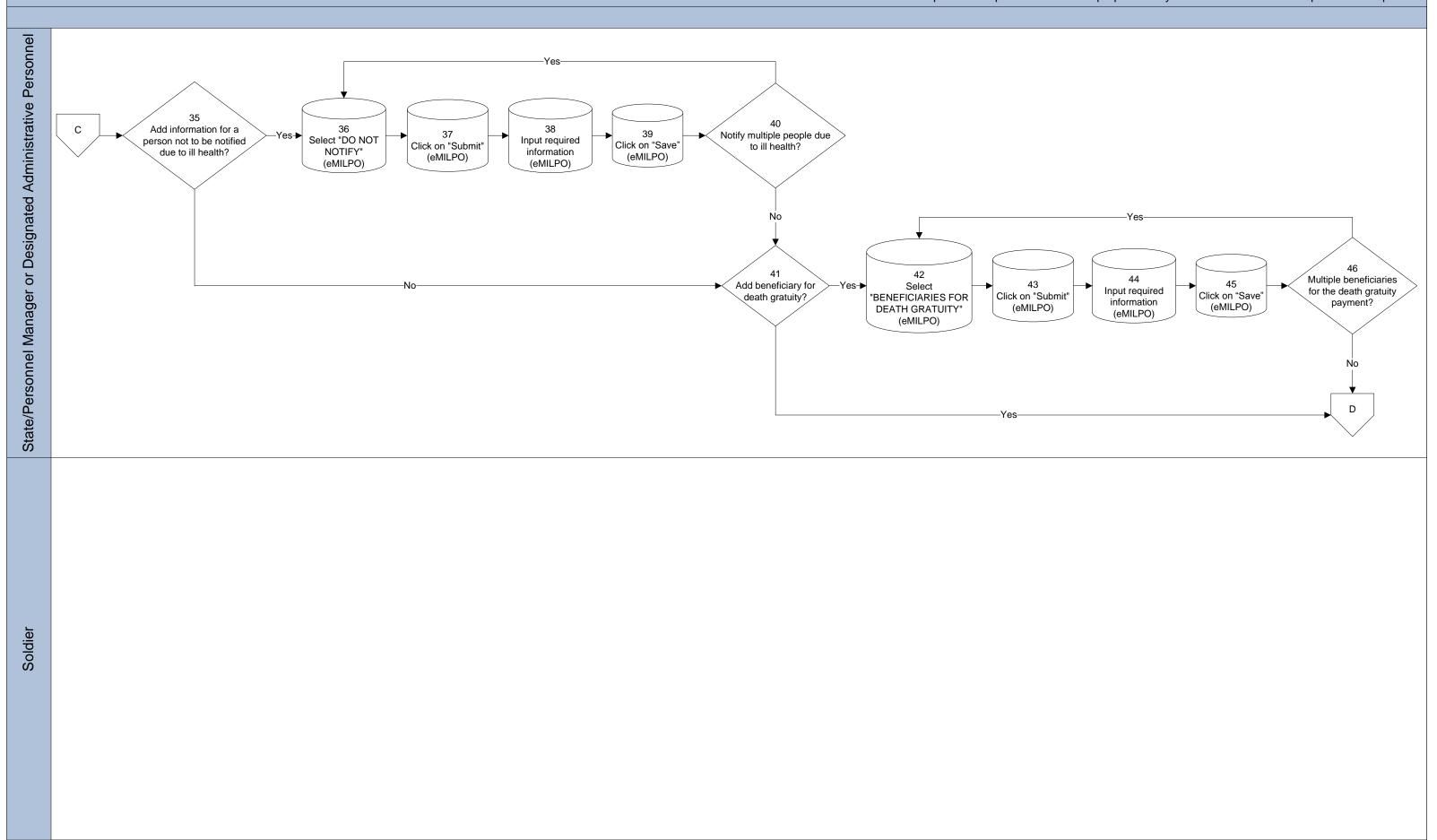
DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System System Off-Page Process Decision Shared Predefined Process (Pg. 2 of 7) Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process State/Personnel Manager or Designated Administrative Personnel 22 Add multiple child emergency notification 12 17 20 15 16 21 Add spouse emergency 14 Add child emergency 19 13 Select Input required Input required Click on "Save" (eMILPO) Click on "Submit" (eMILPO) Click on "Save" (eMILPO) Select "SPOUSE" Click on "Submit" notification category? notification category? "CHILDREN" (eMILPO) information (eMILPO) information (eMILPO) category? (eMILPO) (eMILPO) Soldier

DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic System Off-Page Process Decision Shared Predefined Military Personnel Office (eMILPO) System Process (Pg. 3 of 7) Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process State/Personnel Manager or Designated Administrative Personnel 26 Add additional father 27 24 25 Add father emergency Input required emergency notification Select "FATHER" (eMILPO) Click on "Submit" (eMILPO) notification category? Click on "Save" information category? (eMILPO) (eMILPO) 32 Add additional mother Add mother emergency 30 Select "MOTHER" 31 Click on "Submit" 33 Input required emergency notification Click on "Save" notification category? category? (eMILPO) (eMILPO) (eMILPO) (eMILPO) Soldier

DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System (Pg. 4 of 7)

Process Step Decision Shared Activity Predefined Process System Related Activity Connector

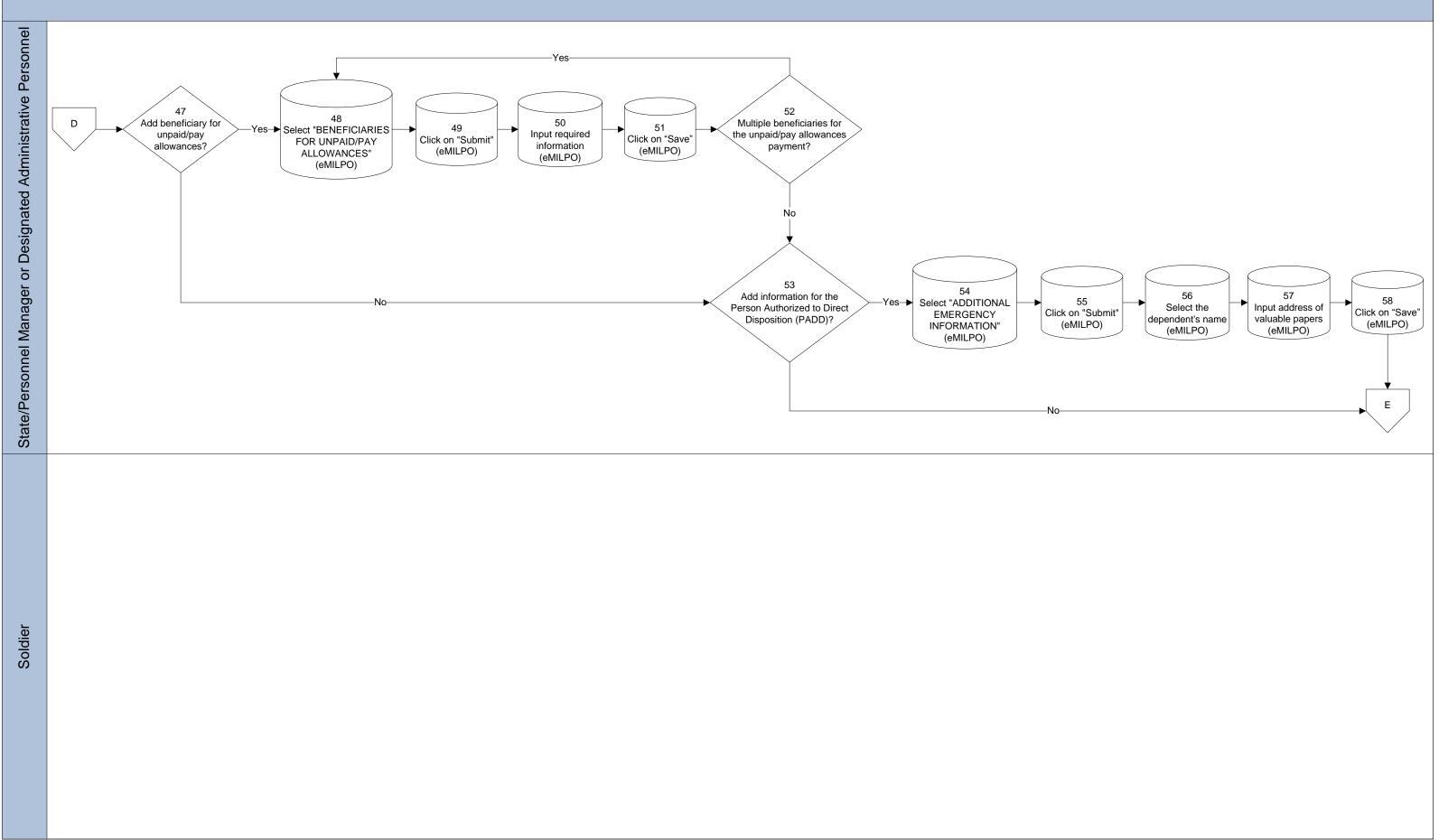
Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System (Pg. 5 of 7)

Process Step Decision Shared Activity Predefined Process System Related Activity Connector

Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System System Process Decision Shared Predefined Process (Pg. 6 of 7) Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process State/Personnel Manager or Designated Administrative Personnel 64 Remove additional 62 63 61 Remove an emergency emergency notification Click on "Submit" (eMILPO) Select "Remove" (eMILPO) Click on "Save" (eMILPO) Click on "Yes" (eMILPO) notification category? category?

65

Update an emergency

notification category?

66

Select "Update" (eMILPO)

67

Click on "Submit"

(eMILPO)

Off-Page

Update additional

emergency notification

category?

68

Input updated

information

(eMILPO)

69

Click on "Save"

(eMILPO)

Soldier

DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System System Off-Page Connector Process Decision Shared Predefined Process (Pg. 7 of 7) Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process State/Personnel Manager or Designated Administrative Personnel 71 74 77 End Click on "View/Print Update appropriate Monitor record (iPERMS) Scan DD Form 93 DD Form 93" field(s) (iPERMS) (eMILPO) (eMILPO) Yes 73 Identify error(s) on 72 Review DD Form 75 Sign DD Form 93 93 DD Form 93? Soldier